

Reports Working Group

SPS Version 4.1.e



Debbie O'Rourke
23-25 April 2002



DoD RWG Purpose

- **To meet the DoD reporting needs for the SPS program.**
- **Team oversees the incorporation of enhancements and requirements as they relate to the reporting aspects of the SPS program in the following areas:**
 - Catalog content and maintenance
 - Cube content and maintenance
 - Testing of Cubes and Catalogs
 - Course content
 - Training materials



Membership

- **Membership on the Working Group limited to 2 members from each service, for a total of 14 members**
- **Chairperson**
 - **Debbie O'Rourke**
- **Navy**
 - **Zea Shultz**
 - **Sherry Barnett**
- **Army**
 - **Trish Owens**
 - **Linda Martinson**
- **DLA**
 - **Alicia Turrentine**
- **Marine Corps**
 - **Tammy Faapouli**
 - **GySgt William Hepler**
- **Air Force**
 - **Tessie Dunaway**
 - **Larry Faems**
- **DCMA**
 - **Stephanie Strohbeck**
 - **Felisha Hitt**
- **ODA**
 - **Juanita Irvin**
 - **Lynn Maue**



Enhancements

- **Enhancements are for reporting ONLY**
 - Catalog structure and content
 - Organization of folders
 - Nomenclature, etc.
- **RWG does not make enhancements to PD2 product (JRB role)**
- **RWG role is to guide users in extracting data from existing databases using the existing functionality within SPS**



Enhancements

- **Enhancement requests from each service should be submitted to the respective RWG member for presentation to the entire RWG**
- **Once an item is approved by the RWG, the enhancement will receive a priority and be assigned a target release**
- **The Working group is working roughly one version out and in some cases 6-18 months in advance of a product release**



Types of Reporting Available

- **Standard Reports (15 total)**
- **Ad-Hoc Reporting - Impromptu**
- **Cubes - Powerplay**
- **SQL reporting**



Standard Reports - Impromptu

- **Each site will receives 15 Standard reports with SPS and they are updated with each new SPS release**
- **The Standard reports should never be deleted from SPS.**
- **The Standard reports may be modified; however, the modified report should be saved under a different name and be imported into SPS for future use.**



Ad-Hoc Reporting - Impromptu

- **Ad-Hoc Reporting is available through Impromptu**
- **Commands should work toward standardizing the types of reports needed**
- **Reports that are created within Impromptu are limited to 16 tables today. This does not mean 16 fields. A field within a report may need multiple tables in order to extract the information (4.2 will allow a total of 50 tables)**



Cubes - Powerplay

- **System Administrators create the Cubes from the data within your database**
- **Cubes are a snap shot in time & may be updated as needed**
- **They can be sliced/diced from many directions**
- **Running of reports against the cubes is performed outside of the SPS application and doesn't effect your users performance.**



SQL Reports

- **More difficult and time consuming to develop.**
- **Knowledge of SQL and the data structure is necessary to develop.**
- **Allows for data to be gathered that is not accessible through Cognos**
- **Run directly against the database & usually does not affect user performance within SPS**
- **Eliminates security joins**
- **Very fast (80% of Cognos time is spent formatting & performing security joins)**
- **Output must be copied to Excel for formatting**
- **Can be written for instant cases or recurring requirements**



DoD Wide Repository

- **Hosted by the Air Force**
 - **Registration is required for access**
 - **<http://afcis.ssg.gunter.af.mil/>**
- **Contains reports developed by all services and submitted by RWG members**
- **Complete documentation for each report is provided**
- **Provides search function by report fields**



Report File contents

- **Zip file contains**
 - **Zip title includes the name of the report**
 - **Report itself (.imr, ims, Pre.imr, etc.)**
 - **Word document with report notes**
 - **Folders fields came from**
 - **Filters used**
 - **Prompts included**
 - **Snap shot of the report**
 - **Other info**



Version 4.2

- **Upgrade to COGNOS application**
- **New Catalog - utilizing the enhancements to Sybase, COGNOS, and the SPS application**
- **Working Group has been participating in testing**
- **Extensive Release Notes being prepared to assist the users including sample reports**
- **Due to the upgrade in the Cognos application and the extensive changes to the database, users will have to re-write their reports.**

All You ever wanted to know about PD² Impromptu Reporting, Version 4.1.e Service Release 6...



***Common Issues and Tips for
Use***



Cognos Tip

- If you scroll too quickly through the report you receive an error and get kicked out of Cognos.
 - There is a problem with Impromptu 4.0 that creates this problem.
 - This problem can be minimized by:
 - Changing to Screen Layout
 - View→Screen Layout or use the shortcut button on the left side of the screen
 - Use the Page Down (not too fast)
 - Ctrl-home to quickly go to top of report
 - Ctrl-end to quickly go to end of report
 - Click on the button on the right scroll bar and slowly drag it down the scroll bar



Cognos Tip

- **How can you find a particular record in a report?**
 - **Simplest way is to change to Screen Layout**
 - **View→Screen Layout or use the shortcut button on the left side of the screen**
 - **Click on data in the column you want to search in.**
 - **Click on Edit→Find**



4.1E Catalog...Tip 1 for General Use of the catalog

- **When you select the Award PIIN field, you receive all the awards and modifications. You want to exclude all the modifications?**
 - **This was an enhancement to the 4.1E catalog Service Release 1 (SR 1) and is still present with Service Release 6 to resolve several problems that existed in prior versions of the catalog.**
 - **Add a Filter to the report, e.g., *Award Type Description does not contain 'Mod'* OR**
 - **Add a Filter to the report to select specific *Award Type Descriptions*, e.g., *Award Type Description = "Commercial Contract Award"***



4.1E Catalog...Tip 2 - 4.1E Service Release 6

- **4.1E Service Release 6 Catalog was released in Feb 02**
- **All 4.1E catalogs are named “pddodv4_1e.cat”**
 - **4.1E SR6 catalog is dated 2/9/02**
 - **Size is 956KB**
 - **Description of catalog is also in lower left hand corner of Impromptu window (pddodv4_1e Catalog User Version SR06)**



4.1E Catalog...Tip 3 for retrieving FPDS Information

- **The DD350/DD1057 folders will automatically filter on the Fiscal Year selected for the DD350/DD1057s in the database.**
- **This is new with Service Release 6 that was distributed with the FPDS Engine in February**



4.1E Catalog...Tip 4 to obtain Accurate Obligation Totals

- **To obtain an accurate total for all obligations?**
 - **Add a filter on the Award Released Date**
 - ***Award Released Date is not missing OR***
 - ***Award Released Date >= Date OR***
 - ***Award Released Date between two dates***
 - **Use Calculated Field**
 - if (Award Type Description contains 'Mod') then**
 - (if (Mod Change for Total Obligated Funding**
 - Amount is missing and Award Total Obligated**
 - Funding Amount is not missing) then (Award**
 - Total Obligated Funding Amount) else (Mod**
 - Change for Total Obligated Funding Amount))**
 - else (Award Total Obligated Funding Amount)**



4.1E Catalog...Tip 5 for using the catalog

- **When you select organizations you receive vendors.**
 - **A problem exists with the 4.1E SR 6 catalog under the folders Organization and Vendor Listings-->Organization Information-->Organization Name. When you make this selection, the report lists Organizations and Vendors instead of just Organizations.**
 - **Vendors can be excluded by using one of the following:**
 - a. **Include the field “Organization Address Type(s)” in the report OR**
 - b. **Add a filter “Organization Address Type(s) is not missing”**



4.1E Catalog...Tip 6 for using the catalog

- **You would like to be able to group the report by the basic award PIIN.**
 - **You can accomplish this by using a calculated field and the grouping functionality in Impromptu.**
 - **Create a new report and select the “*Grouped List*” template.**
 - **Click on “*Calculate*”**
 - **The Data Definition should be a *substring (Award PIIN, 1, 16)***



4.1E Catalog...Tip 7 for using the catalog

- **What's included in the amount fields in the Award Folder?**
 - **Award Total Obligated Funding Amount**
 - **Total Obligated amount - includes all actions up to and including the action listed**
 - **Award Total Face Value**
 - **Total Face Value without options - includes all actions up to and including the action listed**
 - **Award Total Value With Options**
 - **Total Face Value including options - includes all actions up to and including the action listed**



4.1E Catalog...Tip 7 for using the catalog

- **What's included in the amount fields in the Award Folder? (cont)**
 - **Mod Change for a Total Face Value**
 - **Change in the Face Value of the modification only**
 - **Mod Change for Total Obligated Funding Amount**
 - **Change in the Obligated Amount of the modification only**



4.1E Catalog...Tip 8 - SR6

Catalog

Catalog Issues

- **The field Procurement→Requirements→Award Information→Award PIIN does not always contain GSA Delivery Orders that exist in PD²**
- **The field FPDS→FY02→DD350→B13A Contract or Order displays blank when the DD350 is coded “7” or “9”**
- **RWG working on a SQL report to obtain accurate data**



General Cognos Tips for Improving Performance

- Save the report as a snapshot. The data is saved with the report. Managers can access the report without impacting the production database performance. The data is static; therefore, the report must be regenerated to refresh the report with changes made to the database since the last time the report was generated.



General Cognos Tips for Improving Performance

- Use the 'Save As' function to export the data to another format, i.e., Excel, HTML. The data will be static; therefore, the report must be regenerated and the results copied over the previously saved file to refresh the report with changes made to the database since the last time the report was generated.



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Purpose: This site serves as a centralized tool for the management of the geographically separated AFCIS offices and to serve as a clearinghouse and information repository for the Standard Procurement System (SPS). It is accessed by the DoD as well as commercial users.

New to AFCIS? Please [Register](#).

Did you [forget](#) your password?

Surveys

Do you love it? Do you hate it? Or are you somewhere in between? Please tell us what you think.

Helpdesk

Here you will find a small selection of unrestricted AFCIS-related Help desk files. You must be logged in to view a more complete list of files.

This site is maintained by the [Air Force Contracting Information Systems](#) (AFCIS) office.

Done

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Site Map
Use this page to quickly jump to other sections.

Add one or more of these sections to your My.AFCIS front page by clicking on the [Personalize](#) option in the menu at the top of this page.

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Acronyms
If you're tired of repeating an acronym and not knowing what it means, you can browse through a list of searchable acronyms related to AFCIS, the Air Force and beyond right here.

CCR
Do you want to see the validation status for a site's list of vendors? During the migration of vendor data from BCAS to SPS, a site was required to validate all vendor information using the CCR validate vendor utility. This validation information can be found here.

e-Business
The AFCIS e-Business Library which contains reference documents related to e-Procurement (the electronic purchasing activities employed to acquire materials, goods and services based on specific needs of the organization, and which ensures their delivery in a time frame that meets specific needs).

Helpdesk
The AFCIS Helpdesk. A list of approved AMS and AFCIS downloads is posted here. Other files posted here include several PD2 utilities (also obtainable through the AMS website), Integrity@SPS, the PIIN Update utility, the CCR (validate vendor) utility, as well as files for use by site administrators.

Integrity@SPS
View Integrity@SPS requirements.

Library
Do you need documentation relating to SPS (the CONOPS and Implementation Plan is posted

Action Items
Action Items related to the management of AFCIS and the deployment of SPS to the field.

Configuration Control Board (CCB)
View issues related to the Configuration Control Board.

Help Desk Tickets
AMS Help Desk Tickets. Do you ever need to view a Ticket or verify whether or not a Ticket exists? Are you curious about the SQL script associated with a Ticket? This type of information can be found here.

Hot News
What's the latest AFCIS and other guidance related to the system? Find it here.

Issues
Issues related to the management of AFCIS and the deployment of SPS to the field.

Phonebook
Do you need to contact someone, but can't remember their number? A list of users registered

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<p>Back</p>	<p>e-Business The AFCIS e-Business Library which contains reference documents related to e-Procurement (the electronic purchasing activities employed to acquire materials, goods and services based on specific needs of the organization, and which ensures their delivery in a time frame that meets specific needs).</p> <p>Helpdesk The AFCIS Helpdesk. A list of approved AMS and AFCIS downloads is posted here. Other files posted here include several PD2 utilities (also available through the AMS website), @SPS, the PIIN Update utility, the CCR (Vendor) utility, as well as files for use by administrators.</p> <p>@SPS Integrity@SPS requirements.</p> <p>Library Do you need documentation relating to SPS (the CONOPS and Implementation Plan is posted here)? You can probably find it in the AFCIS library.</p> <p>Programs Have you ever wondered about other DoD programs that are related to SPS? Program-specific information can be found here.</p> <p>Reports Repository The AFCIS reports repository contains thoroughly tested SPS/Cognos reports that have been contributed by all services. The advantage? The site does not need to 're-invent the wheel' for common reports. The AFCIS reports repository can be accessed by the entire DoD SPS user community. Reports may be searched by key column names, branch of the service that created it or subject matter. Each report includes complete documentation.</p> <p>SPS Sites</p>	<p>Help Desk Tickets AMS Help Desk Tickets. Do you ever need to view a Ticket or verify whether or not a Ticket exists? Are you curious about the SQL script associated with a Ticket? This type of information can be found here.</p> <p>Hot News What's the latest AFCIS news flash? Brief ticklers and other guidance related to SPS can be found here.</p> <p>Issues Issues related to the management of AFCIS and the deployment of SPS to the field.</p> <p>Phonebook Do you need to contact someone, but can't remember their number? A list of users registered at the AFCIS site can be found here.</p> <p>Q&A Hardware, software and other miscellaneous questions and answers related to the care and feeding of SPS can be found here.</p> <p>SPS Central Have you ever wondered how a site is progressing from day-to-day as SPS slowly infiltrates itself into the hearts and minds of all that use it? Site-specific information such as site contacts, database statistics, sizes, dumps, options, NT server statistics and WinMSD files, Script-Aid and help desk ticket records, and related comments can be found here.</p> <p>Surveys</p>
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The Air Force is posting these on a 'hold harmless' basis. This means that the Air Force does stand behind the accuracy of these reports but is merely acting as a facilitator for the Report Working Group.

Files posted during the past 4 week(s).

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Title	Size	Date Posted	Section	Author
OPR_BY_AGE.zip 🔒	157KB	4/16/2002	Open PR (OPR _)	Cont Larry Faems
OPR_LIST.zip 🔒	188KB	4/16/2002	Open PR (OPR _)	Cont Larry Faems

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sign



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OPR_LIST.zip	188KB	4/16/2002	Open PR (OPR_)	Cont Larry Faems

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At this point you can see the various branches that have submitted reports for posting - For the purposes of this demonstration I will click on Army

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Title	Size	Date Posted	Section	Author
USA 41E R6 FY 02 Actions WO DD350s.zip	73KB	3/7/2002	Army	Cont Larry
USA 41E R6 FY02 DD1057 Vend wo Cat.zip	75KB	3/7/2002	Army	Cont Larry
USA 41E R1 Unassigned PRs	41KB	9/30/2001	Army	Cont Larry
USA 41E Organizations by Local Code	23KB	8/17/2001	Army	Cont Larry
USA 41E Vendor Search	83KB	8/17/2001	Army	Cont Larry
USA 41E R1 Awards by DODAAC	27KB	8/17/2001	Army	Cont Larry Faems
USA 41E R1 Awards Not Closed	27KB	8/17/2001	Army	Cont Larry Faems
USA 41E R1 Awd Amt-Oblig	30KB	8/17/2001	Army	Cont Larry Faems
USA 41E R1 Cancelled PRs	11KB	8/17/2001	Army	Cont Larry Faems
USA 41E R1 CAPS Released Actions	11KB	8/17/2001	Army	Cont Larry Faems
USA 41E R1 Organizaitons 38 Char	22KB	8/17/2001	Army	Cont Larry Faems
USA 41E R1 PR Status	27KB	8/17/2001	Army	Cont Larry Faems
USA 41E R1 Vendor Search	83KB	8/17/2001	Army	Cont Larry Faems
USA 41E R1 Oblig Actions without DD350s	24KB	5/14/2001	Army	Cont Larry Faems
USA 41E R1 Awards Not Closed	27KB	4/13/2001	Army	Cont Larry Faems

Each report identifies the Service, Version of the Catalog & brief description of the report in the Title. You also have the Size of the Zip file and when the report was posted

The user will be brought into the page containing all the Army submitted reports

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DoD Reports Repository

- **Training Section currently contains all the Cognos Quick Guides that the RWG has created to date**
 - **Downloading catalogs**
 - **Importing reports**
 - **Switching between catalogs**
 - **Using calculated fields**
 - **Using Hot files**
 - **Using Dataset reports**
 - **Plus many more**
- **Currently updating the Quick Guides for accessing the DoD Report Repository and will be distributing and posting them shortly**



Seek help

- There are many experts in the report writing area within the government. The following chain should be followed to ensure your issues/problems are elevated in a timely manner.
 - Contact your local experts
 - The local experts contact your command experts
 - The command experts contact the RWG members
 - RWG members contact the DoD RWG members
 - AMS Help desk support



Questions?
